

USGS Business Card Order Form - Part 1

Page ____ of ____

SKILCRAFT®Please type or print very clearly in black ink. COPY this form for future orders!

1. Customer & Shipping Information (TELL US <u>WHERE</u> TO SHIP YOUR ORDER)			Lighthouse for the Blind, Inc. SKILCRAFT® Business Products Division P.O. Box 14959 Seattle, WA 98114-0959 206-329-6720 800-799-0402 Fax: (206) 322-4419	
Name of Person Placing Order		Date		
Telephone No.		Fax No.		
Name of Agency, Company, Division, Branch, and/or Office				
Delivery Address (P.O. Box or Street Address)			This column for SKILCRAFT® use	
Additional Delivery Information (Fedstrip, Address Code, Mail Stop, or other)				
City	State	Zip		
2. Payment Method <input type="checkbox"/> Credit Card				
Credit Card Number		Exp. Date of Credit Card		
Name of Cardholder (If different from person placing order)				
Billing Address (<u>WHERE</u> DO WE SEND THE BILL?)				
ORDER SUMMARY - Prices include regular delivery & handling				
Type of Card	Catalog No.	No. of Boxes	Price per Box	Total
Offset Print One Side				
250	BC0702		@ \$18.50 ea.	
500	BC0705		@ \$22.00 ea.	
1000	BC0710		@ \$28.50 ea.	
Total Number of Orders →				
Expedite shipment available. Please call for rates. →				
TOTAL ORDER →				

USGS Business Card Order Form - Part 2

Instructions: Fill out Part 1 and Part 2 of the Order Form. Type or print **clearly**.
 Fax both sides to: (206) 322-4419 or
 Mail to: Skilcraft, P.O. Box 14959, Seattle, WA 98114-0959
 For Customer Assistance: Call **(800) 799-0402**

Text for Card: Type or print information *exactly* as it is to appear on card. Use upper and lower case letters. Use abbreviation *only* if you wish them to be used on your actual card (Note: the state in address block will always be abbreviated). Attach separate sheet if necessary to display all information clearly. If any line is not needed, leave it blank on the form below. Cards are made as shown in example below using recycled paper (50% recycled/20% postconsumer, ECF) and soy-based ink for the black text and green USGS logo.

Green USGS Logo — — — — —

(1) Name & Title Area — — — — —

(1a) Division, Branch, Office Area — — — — —

Black Text — — — — —

(2) Address Area — — — — —

(3) Telephone, Fax Area — — — — —

(3) E-mail Area — — — — —

(1) Name		Quantity <input type="checkbox"/> 250 <input type="checkbox"/> 500 <input type="checkbox"/> 1,000	
(1) Title or Other Designation			
(1a) Division, Branch, Office, etc.			
(2) Address		(3) Telephone	
(2) Room, Suite No.		(3) Fax	
(2) City, State & Zip		(3) E-mail, URL Address, etc.	
Comments:			
<u>PROOF REQUIRED?</u> <input type="checkbox"/> YES <input type="checkbox"/> NO			